



Job Title: Recruiter – Success Training Employment Program

Company: United Against Poverty www.uporlando.org

Availability: Full Time, flexible schedule mostly Tuesdays-Saturday with some evenings

Salary: \$32,000-\$35,000 annually, plus benefits

Resume: Please send resume to Carla Cox carla@UPCenters.org

Organization Description: United Against Poverty is a non-profit social service agency located near downtown Orlando that strives to inspire and empower people living in poverty to lift themselves and their families to economic self-sufficiency. United Against Poverty was established in Central Florida in 2001 and today serves over 500 families a day through the Life Enrichment and Crisis Navigation Center, the Member Share Grocery Program, and the Success Training Employment Program.

Position Description: As a member of the program team, the Recruiter will be the community advocate sharing information and enrolling adult learners into the Success Training Employment Program. The goal of this program is for participants to complete the 120-hour training course leading to employment and an increase in income above 200% of the Federal Poverty Guideline.

The Recruiter reports to the Program Director and works in collaboration with the Employment Education Coordinators, the Workforce Development Manager, and the Success Coach to provide effective communication to clients about education opportunities.

Principal Responsibilities:

- Work alongside unemployed or under-employed persons who are ready to create change in their lives through emotional intelligence, job skills training, and workplace success training.
- Manage ongoing relationships with adults with multiple barriers to employment include drug use, incarceration, homelessness/housing instability, transportation issues, mental health barriers, medical health barriers, etc.
- Identify ideal prospects by assessing an individuals' motivation to find employment and create lasting change through behavior modification.
- Nurture and create partnership with community organizations in the Central Florida area.
- Attend tabling events to market to prospective students.
- Speak publicly about the program to prospective students, case managers, and others who will be able to connect students to the program.

- Document all related activity in HMIS (Homeless Management Information System).
- Provide weekly progress reports to the Program Director.

Typical Duties:

- Create and implement communication strategy using email, social media, and print media.
- Attend networking events to create new partnerships in the community.
- Schedule and attend tabling and speaking engagements.
- Conduct one-on-one interviews and tours with prospective students.
- Attend weekly team meetings.
- Provide referrals to the Crisis Management team for students currently experiencing instability.

Qualifications:

- Some college, bachelor's degree preferred.
- Excellent written and verbal communication.
- 1 or more years of networking and public speaking.

Related Fields: Communications, Hospitality, Human Resources, Business Management, Hiring Manager, Emotional Intelligence, Psychology, Sociology, Non-Profit Management, etc.